



INTER-AMERICAN E-BUSINESS FELLOWSHIP PROGRAM

"We will also sponsor the creation of a new Inter-American E-Business Fellowship Program. This will give young professionals from throughout the Americas the opportunity to learn about information technology by spending time with U.S. companies. And it will empower them with the skills and background to bring the benefits of these technologies to their own societies."

President George W. Bush
Summit of the Americas
April 21, 2001

The U.S. Department of Commerce has launched a training program for Latin American and Caribbean information technology (IT) managers called the E-Business Fellowship Program. This initiative builds on President Bush's interest in expanding educational exchanges that help develop human capital in the Hemisphere and furthers Summit themes of creating prosperity and realizing human potential. It also responds to the Free Trade Area of the Americas' (FTAA) call to expand the benefits of electronic commerce to the region. The program will assist economic restructuring in Latin America and the Caribbean by introducing business executives to U.S. methods of innovation and management, and by creating a cadre of influential executives who are predisposed to doing business with the United States. It will also promote Hemispheric economic integration, a common business culture, and cutting edge business practices that will enhance the FTAA's competitiveness in domestic and global markets. This program provides both the U.S. host organizations and the trainees with a unique opportunity to develop and maintain business partnerships that are the key to success in today's global market.

Selection of a U.S. Host Company

U.S. hosts will be competitively selected by an ITA panel using the following selection criteria;

- the ability to provide a one-month fellowship opportunity which incorporates the program's goal of providing Latin American business professionals with practical, on-the-job, non-academic, non-classroom training in American methods of innovation and management through the use of information technology;
- the presentation of a realistic work plan describing, in detail, the training program to be provided (see attached questionnaire); and
- interest in doing business in the countries of Latin America and the Caribbean..

Selecting an E-Business Fellows

Staff from the e-business fellowship program will work with you to identify candidates. Based on company responses to the attached questionnaire, we will conduct a targeted recruitment of applicants for the fellowship program. Commerce Department staff will review the applications and conduct interviews of the top candidates. We would then forward the applications and interview notes from a number of applicants to you for review. If desired, you may conduct phone interviews with these candidates. You notify us of your choice.

Minimum requirements for all fellowship candidates are 3 years management experience, demonstrated leadership ability, and an entrepreneurial spirit. You tell us in the attached questionnaire if you have any additional requirements and what type of training you could offer. Once a U.S. host company has selected a fellow, the company and the Commerce Department will conclude a Memorandum of Understanding that clearly sets out the requirements and responsibilities of the U.S. host and the U.S. Department of Commerce.

Designing a Training Program for the Business Executives:

Participating U.S. firms must demonstrate a commitment to the intent and goals of the program and must provide the intern(s) with hands-on, non-academic, executive training designed to maximize their exposure to the uses of information technology to improve efficiency and productivity in their businesses. We would expect that the training program could, for example, focus on:

- the use of IT to streamline and improve the productivity of design, marketing distribution, or accounting processes;
- internet-based supply management and procurement systems
- technologies to produce multimedia products or provide design, testing or research services.

A training program could focus on one particular application of information technology, or the fellow could be rotated through several different areas of a company in order to obtain a broad exposure to the uses of information technology.

Other Important Information

Housing: We expect that the host company will ensure that suitable housing is arranged prior to arrival within the designated lodging budget. Payment for housing will be made through the Department of Commerce's travel agency.

Insurance: The U.S. host firm must arrange to provide the intern(s) with appropriate health insurance coverage. The policy must include an accident and comprehensive medical insurance program, as well as coverage for emergency medical evacuation, accidental death, and repatriation. Once the host company has made a selection, we will provide a list of list of insurance carriers specializing in short-term coverage for international visitors. We estimate that costs for this would be approximately \$100.00.

Visa: U.S. host companies sponsor their e-business fellows on B-1 Business Visas which do not allow for either the receipt of honorariums or the earning of a salary. Once the host company selects a candidate, it will need to offer a letter of invitation in order for the fellow to obtain the visa. Please note that the issuance of U.S. visas is a Department of State, not a Department of Commerce, responsibility. Therefore, the Commerce Department must accept the State Department's decision on a denied visa as final. The Fellow's home companies are responsible for payment of any fees associated with visas.

NOTE: Under the terms of the Inter-America e-business program, fellows must depart from the United States at the end of the training period, and may not be employed by the U.S. host company in the United States. However, subsequent to the completion of the program, the host companies may employ fellow directly, or through joint ventures, in the fellow's home country.

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Please return this questionnaire within two weeks of receipt. If you have any questions, please email us at ebusiness_fellowship@ita.doc.gov, or call Maria Cameron at 202-482-0621 or Margaret Almazan at 202-482-4325.

I. GENERAL INFORMATION

Name of Company _____

Fellowship Coordinator _____

Position/Title _____

Work telephone _____ Fax: _____

Work address _____

(Street, building)

(City, State, Zip Code)

E-mail: _____

Location of Proposed Training if different from location of fellowship coordinator:

How many fellows would you like to engage? If more than one, do you anticipate providing the same training to all? If not, please fill out separate questionnaires for each placement.

Description of the unit/division in which you propose to place fellow, highlighting the e-business activities to which a fellow would be exposed. Please note what areas of work it is involved in, how it is structured and /or types of goods and services it provides.

II. QUALIFICATIONS REQUIRED/PREFERRED BACKGROUND

Fellowship candidates will be mid-level executives who are in positions in their companies to recommend and/or implement IT-related changes to business processes, information management or marketing, design or supply-chain methods. All candidates will have a minimum of 3 years managerial experience, demonstrated leadership ability and an entrepreneurial spirit.

Please provide a general description of the fellow your company would like to host.

Please specify preferences regarding the size and nature (i.e. sectoral preference, type of work being performed, etc.,) of the organization at which the fellow (s) is/are presently employed;

Please specify any preferences regarding occupational/professional/technical background (including number of years and areas of experience required) and whether or not the fellow(s) would need prior working knowledge of any particular software or systems.

Please specify any other minimum or preferred qualifications for a candidate to be considered for a fellowship in your company

Please specify if you have any additional requirements, including the need for the fellow(s) to sign a non-disclosure statement. *Please note that it may be the responsibility of the host company to work out such requirements with the fellow during the interview and selection process.*

Do you have a preference for a country or region of Latin America and the Caribbean where the intern(s) is/are employed;

Is your company willing to host a non-English speaking candidate? Could you accommodate a Portuguese or Spanish speaker? (Please note, if an interpreter is needed, the host-company is responsible for this cost.)

Do you know of any potential candidates that you believe meets these qualifications? *(Note: if you already have a candidate(s) in mind through your company's contacts in Latin America, you can nominate them for program as long as they are not employed by your company or its subsidiaries. The individual would have to submit an application and be interviewed by a program representative. Upon completion of the application and interview, program officials in Washington will determine whether or not the candidate qualifies as a fellow and will inform the U.S. company of its decision.).* If yes, please identify the candidate, his/her company and contact information.

III. TYPE OF TRAINING PROPOSED:

Please describe the components of the proposed training activities in as much detail as possible, preferably on a week-by-week basis.

Please note: ITA will make every effort to match a fellowship candidate as closely as possible with the profile provided by the U.S. host, but can not guarantee candidates would match the profile exactly. ITA officials will work with the company fellowship coordinator, ideally providing them with several candidates to review and interview if desired.

Responses can be emailed to the Department at ebusiness_fellowship@ita.doc.gov or mailed to:

**Inter-American E-Business Fellowship Program
c/o Maria Cameron
Room 3024
U.S. Department of Commerce
14th and Constitution, NW
Washington, D.C. 20230**